

Style and purpose	Forms	Audience	Language
Expository to inform or explain	Essay	Depends on context – usually educated adult readers	Authoritative, moderate; usually in third person but reflective essays can use first-person 'I'.
	News story	Newspaper/magazine readers	Detached tone for objective account; third-person
	Research piece	Readers with a special interest or knowledge	Formal, serious, specialised vocabulary
	Biography and autobiography	Readers with a special interest in the subject	Depends on subject and audience – usually formal but not specialised
	Personal letter	One reader well known to the writer	Personal tone, descriptive
Persuasive to persuade or influence	Essay	Depends on context – usually educated adult readers	Authoritative, moderate, third-person
	Letter to the editor	All newspaper readers	Varies; tone is often personal; can use first-person
	Editorial	All newspaper readers	Objective, authoritative, formal; often uses inclusive language
	Opinion piece	Readers with a special interest in the issue	Can use sarcasm, humour, etc.; tone can be moderate or highly emotive
	Speech	Depends on context – usually listeners affected by the issue	Clear, simple sentences and expressions to engage the audience
Imaginative to entertain; stimulate thoughts and feelings	Any of the above forms when a fictional situation and/or persona is chosen	Various – depends on context and form selected	Various – depends on context and form selected
	Short story	Various – can be for children, young adult or adult, special niche audience (e.g. art-house cinema) or general mainstream audience (e.g. Hollywood cinema)	Written in prose; describes characters and situations to draw in the reader
	Play or film script		Written as dialogue; some stage directions (play) or description of cinematography (film)
	Poems		Written in a poetic form; uses figurative language, e.g. metaphors, symbols etc.